

This Notice Expires 27 March 1984

OP NOTICE NO. 20-83-12

27 September 1983

OFFICE OF PERSONNEL NOTICE

SUBJECT: Requests for Personnel Actions - Overseas Assignments

REFERENCE: Handbook, Processing Personnel Actions

1. Before an employee who is departing from Headquarters to an overseas location for a permanent change of status (PCS) can be processed by the Central Processing Branch (CPB), there must be a reassignment action (Form 1152, Request for Personnel Action) in the Office of Personnel. Currently, the overseas PCS reassignment action, which is prepared in the component personnel office, is sent directly to the Transactions and Records Branch (TRB) who then advises CPB. This notification enables CPB processing of the employee. We are modifying this procedure, however, in anticipation of the additional transit time that will be involved when TRB moves from Headquarters Building to [REDACTED]

2. Effective 1 October 1983, component personnel officers will send the overseas PCS assignment action (Form 1152) first to CPB, Room 1D70 Headquarters, for information and acknowledgment, with onward routing to TRB, Room 5E13 Headquarters, for necessary processing. (An address for TRB in the [REDACTED] will be furnished when it is established.) This change in routing should facilitate component and CPB overseas processing of employees.

[REDACTED]

Robert W. Magee
Director of Personnel

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